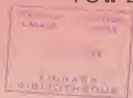


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POW-2

## Place of Work Training Guide



### Automated Coding



Statistics Canada  
Statistique Canada

Canada



**Place of Work**

**Training Guide**

Prepared by: Census Operations Division  
Social, Institutions and Labour  
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# *Introduction*

This training guide has been written to assist you in understanding the Place of Work variable.

It is to be used in conjunction with the Place of Work Coding Manual (POW-1).

For each chapter in the Place of Work Coding Manual, there is a corresponding chapter in this training guide containing exercises on the coding procedures. The purpose of the exercises is not to test your memory, but to provide you an opportunity to apply the coding procedures. You are required to read one chapter from the coding manual and, when you feel you have understood the coding procedures, complete the exercises.

Once you have completed the exercises, you will participate in a group discussion to review the exercises with the trainer.





**I. Introduction to the Place of Work Variable**

Read section I - Introduction to the Place of Work Variable in your coding manual, then return to this guide to complete the exercises.

**Exercise 1**

Complete the following sentences:

- (a) The Place of Work (POW) variable identifies the \_\_\_\_\_ of Canada's experienced labour force, while they are at work.
- (b) By comparing this information with a respondent's place of residence, Statistics Canada is able to produce \_\_\_\_\_ patterns of where people live and where they work.

**Exercise 2**

List the two objectives of the Place of Work question.

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_

**Exercise 3**

True (T) or False (F)

Respondents to the POW question must indicate their Place of Work status by checking one of four checkoff circles.

\_\_\_\_\_

If the respondent checks-off circle 10, he/she must identify the specific geographic location of his/her place of residence.

\_\_\_\_\_

Most respondents to the POW question are asked to provide the complete address of their work place.

\_\_\_\_\_



## II. Three Tiers of Coders

Read section II - Three Tiers of Coders in your coding manual, then return to this guide to complete the exercises.

### Exercise 1

Place the following coding steps in the correct order, according to the coding manual.

- ☐ Code the response by matching it to a reference file record or refer the response to another level of coder.
- ☐ A POW response will be loaded on to your workstation.
- ☐ Review the response.
- ☐ Compare the response to reference file records.

### Exercise 2

Associate the correct tier of coder (1, 2 or 3) to the following statements.

- ☐ Codes responses which Tier 1 coders have referred.
- ☐ Recodes all responses from Tier 2 which have failed Quality Control.
- ☐ Codes responses which Tier 2 coders have referred.
- ☐ Recodes responses coded by other Tier 1 coders (Tier 1 Quality Control coding).
- ☐ Refers responses to a Tier 2 coder.
- ☐ Adjudicates in those instances where Tier 1 coders and Tier 1 Quality Control coders disagree on the correct code to assign.

### Exercise 3

When would you identify a response as a Special Case?

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### Exercise 4

What is the major coding difference between the Tier 1 and Tier 2 coding process?

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### Exercise 5

Associate the following responses with the correct "Special Case Response" choice.

- (a) "I need a job" \_\_\_\_\_
- (b) "China" \_\_\_\_\_
- (c) "Home Sweet Home" \_\_\_\_\_
- (d) "All over Canada" \_\_\_\_\_
- (e) "In my car" \_\_\_\_\_
- (f) "On the street" \_\_\_\_\_

### III. The Reference Files

Five reference files are available for Tier 1 coders to code POW responses.

Read section III - Reference Files in your coding manual, then return to this guide to complete the exercises.

#### Exercise 1

The POW Interactive Coding System has been programmed to open the reference files in a default order. Place the reference files in the order the system will open them by default.

- ☐ Street Addresses
- ☐ Businesses and Buildings
- ☐ Cities/Towns
- ☐ Postal Codes
- ☐ Intersections

#### Exercise 2

Using the addresses provided below, identify which reference file the POW Interactive Coding System will open by default.

- (a) The Map Store, 113 O'Connor Street, Ottawa, ON, K1P 5M8 \_\_\_\_\_
- (b) La Tribune, King West, Sherbrooke, QC \_\_\_\_\_
- (c) Box 35, J0B 2J0 \_\_\_\_\_
- (d) Civic Hospital, Ottawa, ON \_\_\_\_\_
- (e) Corner of Ste Catherine/Maisonnette, Montreal, QC \_\_\_\_\_
- (f) Sudbury, Thunder Bay, ON \_\_\_\_\_
- (g) Fournier Insurance, Ste Cecile de Masham, QC, J0X 1A0 \_\_\_\_\_
- (h) Vancouver, BC \_\_\_\_\_
- (i) 665 Main Avenue, Canmore, AB \_\_\_\_\_



#### IV. The Postal Codes Reference File

The first reference file listed on the Place of Work coding screen is the Postal Codes reference file.

Read section IV - The Postal Codes Reference File in your coding manual, then return to this guide to complete the exercises.

##### Exercise 1

True (T) or False (F)

The Postal Codes reference file is a complete list of all postal codes in Canada.

\_\_\_\_\_

Under certain conditions, the Postal Codes reference file will automatically open even when the respondent has provided no postal code.

\_\_\_\_\_

When the Postal Codes reference file is opened, the cursor will automatically bring you to the beginning of the reference file.

\_\_\_\_\_

A secondary search within the Postal Codes reference file is possible using Street and Address Range.

\_\_\_\_\_

##### Exercise 2

Check the appropriate boxes - ✓

Within the Postal Codes reference file a primary search can be initiated using:

☐

Province

☐

Address Range

☐

City

☐

Street

☐

Place

☐

Census Metropolitan Area (CMA)

☐

Direction

☐

Postal Code

### Exercise 3

In your own words, describe what happens when the postal code provided by the respondent is not listed in the Postal Codes reference file.

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### Exercise 4

If the postal code is the only address component which does not match the response, you would code the response.

- ☐ True  
☐ False

### Exercise 5

Which secondary searches can be initiated when using the following primary searches?

Primary Search using:

Postal Code \_\_\_\_\_  
City \_\_\_\_\_  
CMA \_\_\_\_\_

### Exercise 6

For the following responses, place an **O** beside the civic address if it falls in an odd civic number range or an **E** if it falls in an even civic number range.

120 Walnut Court	<input type="checkbox"/>
1 Slater St	<input type="checkbox"/>
3000 Main St	<input type="checkbox"/>
25 Bank St E	<input type="checkbox"/>
99 Front Rd	<input type="checkbox"/>



**V. The Businesses and Buildings Reference File**

The second reference file listed on the Place of Work coding screen is the Businesses and Buildings reference file.

Read section V - The Businesses and Buildings Reference File in your coding manual, then return to this guide to complete the exercises.

**Exercise 1**

True (T) or False (F)

If both a postal code and a business name is provided by the respondent, the system will automatically open the Businesses and Buildings reference file because it is more accurate than the Postal Codes reference file. \_\_\_\_\_

Only primary searches can be initiated using the Businesses and Buildings reference file. \_\_\_\_\_

The Businesses and Buildings reference file is a complete list all of businesses and buildings in Canada. \_\_\_\_\_

**Exercise 2**

A respondent indicates that he/she works at the Royal Bank. The system, by default, opens the Businesses and Buildings reference file and highlights a Royal Bank reference file record. You should:

☐

code the response because the system selected the correct business name;

☐

check the spelling of both the business name given by the respondent and the reference file record  
- if they are identical, code the response; or

☐

initiate a secondary search on city and code the response if a suitable match is found.

### Exercise 3

#### Check the appropriate boxes - ✓

Within the Businesses and Buildings reference file, a primary search can be initiated using:

- ☐ Civic Number
- ☐ Street Name
- ☐ City
- ☐ Census Metropolitan Area (CMA)
- ☐ Province
- ☐ Business/Building Name

### Exercise 4

If the name of the building and the address provided by the respondent match the Businesses and Buildings reference file record, you should:

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### Exercise 5

#### Check the appropriate boxes - ✓

When coding with the Businesses and Buildings reference file, what is the advantage in using the primary searches of City or CMA?

- ☐ Allows you to see all businesses on a street in a city or CMA.
- ☐ Allows you to see all the addresses of a business in that city or CMA with that name.
- ☐ Allows you to see in what cities that business name occurs.

**Exercise 6**

Is it possible for a business or building to be in both a city and a CMA?

- ☐ Yes  
☐ No

**Exercise 7**

If the business name provided by the respondent is similar to a business name in the proper city, but the civic addresses do not match, what should you do?

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## VI. The Street Addresses Reference File

The third reference file listed on the Place of Work coding screen is the Street Addresses reference file.

Read section VI - The Street Addresses Reference File in your coding manual, then return to this guide to complete the exercises.

### Exercise 1

True (T) or False (F)

The Street Addresses reference file contains most civic addresses in Canada.

\_\_\_\_\_

If the system cannot find the address provided by the respondent in the Street Addresses reference file, it will default to the next available reference file.

\_\_\_\_\_

### Exercise 2

The Street Addresses reference file includes such information as \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and

\_\_\_\_\_.

### Exercise 3

Check the appropriate boxes - ✓

Within the Street Addresses reference file, a primary search can be initiated using:

- ☐ Postal Code
- ☐ Street Direction
- ☐ Province
- ☐ Census Metropolitan Area (CMA)
- ☐ Street
- ☐ City
- ☐ Address Range

#### Exercise 4

If you are using the primary search on City, and the city is not part of a CMA, and there are no streets for that city, you should open the Cities\Towns reference file and code the response.

- ☐ True  
☐ False

#### Exercise 5

Is it possible for a street to be in more than one City, or more than one CMA.

- ☐ Yes  
☐ No

#### Exercise 6

What secondary searches can be performed when using the following primary searches?

Primary Search using:

Street \_\_\_\_\_

City \_\_\_\_\_

CMA \_\_\_\_\_

**Exercise 7****Check the appropriate boxes - ✓**

The ORDER button is active when using the following primary and secondary searches:

**PRIMARY****SECONDARY**☐

Street Name

☐

Province

☐

Province

☐

City

☐

City

☐

CMA

**Exercise 8****Check the appropriate boxes - ✓**

The ORDER button is used to:

☐

Order street names for an easier search.

☐

Order cities for an easier search.

☐

Order CMAs for an easier search.





**VII. The Intersections Reference File**

The fourth reference file listed on the Place of Work coding screen is the Intersections reference file.

Read section VII - The Intersections Reference File in your coding manual, then return to this guide to complete the exercises.

**Exercise 1**

True (T) or False (F)

The Intersections reference file contains the names of most intersecting streets in Canada.

The system will often open the Intersections reference file by default.

**Exercise 2**

When you open the Intersections reference file, the system will automatically identify the closest matching reference file record to the \_\_\_\_\_ and \_\_\_\_\_ provided by the respondent.

**Exercise 3**

Check the appropriate boxes - ✓

Within the Intersections reference file, a primary search can be initiated using:

- ☐ Address Range
- ☐ Census Metropolitan Area (CMA)
- ☐ Province
- ☐ Street 2
- ☐ City
- ☐ Street 1
- ☐ Street Type

**Exercise 4**

The Intersections reference file allows you to observe all streets which intersect in a city?

- ☐ Yes
- ☐ No

**Exercise 5**

If the city identified by the respondent contains no Street 1 or Street 2 information you should:

- ☐ search the Census Metropolitan Area (CMA);
- ☐ open the Street Addresses reference file; or
- ☐ open the Cities/Towns reference file.

**Exercise 6**

When the Intersections reference file is opened, by default it will automatically identify the closest matching City, Street 1 and Street 2.

- ☐ True
- ☐ False

**VIII. The Cities/Towns Reference File**

The fifth reference file listed on the Place of Work coding screen is the Cities/Towns reference file.

Read section VIII - The Cities/Towns Reference File in your coding manual, then return to this guide to complete the exercises.

**Exercise 1**

True (T) or False (F)

An indian reserve name is an example of a place name found in the Cities/Towns reference file.

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Many airports are listed in the Cities/Towns reference file.

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A neighbourhood name is an example of a place name found in the Cities/Towns reference file.

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**Exercise 2**

List the information which can be found within the Cities/Towns reference file.

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**Exercise 3**

In your own words, explain what the "best occurrence of multiples" is?

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#### Exercise 4

The Cities/Towns reference file is used when:

- ☐ a respondent provided only a city or place name.
- ☐ you have tried to code the response using all the other reference files and were unsuccessful.
- ☐ coding with the Street Addresses reference file, you found no streets where available.

#### Exercise 5

If the respondent has identified a place, and you find two occurrences of that place name in the reference file, you should:

- ☐ refer the response;
- ☐ take your best guess; or
- ☐ select the reference file record where the best occurrence code is "1".

**IX. Quality Control (QC)**

Read section IX - Quality Control (QC) in your coding manual, then return to this guide to complete the exercises.

**Exercise 1**

In your own words, explain why a Quality Control System has been established?

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**Exercise 2**

A Tier 1 coder will receive responses from three (3) distinct sources. List these sources in the spaces provided below.

- (1) 

---
- (2) 

---
- (3) 

---

**Exercise 3**

When looking at your Place of Work coding screen, you will be able to distinguish between responses from each of the three (3) sources listed above.

☐

True

☐

False



**X. Glossary**

Read section X - Glossary in your coding manual, then return to this guide to complete the exercises.

**Exercise 1**

Using an arrow, match the text in column A with the definitions in column B.

Column A	Column B
Census Metropolitan Area (CMA)	Information provided by a respondent on the census questionnaire.
Enumeration Area (EA)	Person who commutes to an employer's address most of the time.
Response	Person who does not necessarily commute to the same location at the beginning of each work shift.
Postal Code	Six character alphanumeric code.
Block-face Representative Point	In urban areas, a neighbourhood will have several of these.
Worked at the address specified below	Term which applies to municipalities (for example, towns, townships, villages, indian reserves, etc.)
Census Agglomeration (CA)	Has a population of at least 10,000.
No fixed workplace address	One side of a city street between consecutive intersections.
Census Subdivision (CSD)	Has a population of at least 100,000.







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